

OCCUPATIONAL GROUP: Cultural Resources

CLASS FAMILY: Library

CLASS FAMILY DESCRIPTION:

This family of positions promotes and coordinates library services, provides research and information retrieval and collects, preserves, and makes accessible library materials. These positions perform duties associated with the acquisition, processing, cataloging, preservation, and dissemination of library materials. These positions exist to accomplish the mission of the Library: to promote statewide library development, foster library cooperation, and provide reliable information to customers.

CLASS TITLE: Library Assistant

DISTINGUISHING CHARACTERISTICS:

These positions, under general supervision, perform paraprofessional library work in a library. These positions assist staff and patrons, and may supervise clerical staff, inmates or clients. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Helps patrons find and use library resources: reference materials, audiovisual equipment, computers and other electronic resources; provides technical assistance.
- Answers reference inquiries; refers patrons to librarians for further assistance.
- Reserves, circulates, renews, and discharges books and other materials.
- Catalogs, sorts, and shelves library materials according to established procedures.
- Recommends purchases of new materials; prepares requisitions, receives orders and gathers data to ensure invoices are paid in a timely manner.
- Maintains library equipment including computers, photocopiers, and audiovisual equipment and troubleshoots any problems.
- May oversee the work of clerical staff, inmates or volunteers.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library practices and techniques.
- Knowledge of sources and procedures used in reference and research.
- Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.
- Ability to obtain and use information from various sources to complete assigned work.
- Ability to secure and analyze facts through research and investigation.

- Ability to communicate effectively both orally and in writing.
- Ability to discern and interpret library needs of patrons and assist them with their requests.
- Ability to work with the public.
- Ability to direct the work of others.
- Ability to operate library equipment, computers and related software.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Zero to one year or equivalent part-time verifiable experience related to library science.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to library science may substitute for the required education on a year for year basis.

Certifications, Licenses, Registrations: None.

CLASS TITLE: Library Specialist

DISTINGUISHING CHARACTERISTICS:

These positions work under general supervision coordinating special statewide literacy programs or supervise staff within an archive and history library. Serves as the liaison to implement and maintain service programs. These positions oversee the work of full time and part time employees, and may have budgetary responsibilities. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Oversees multiple statewide literacy programs; creates new activities; expands services offered into new areas; maintains services.
- Supervises staff: assigns and reviews work, approves leave and conducts performance appraisals.
- Develops relationships with other agencies and organizations to expand services provided thru programs offered.
- Oversees library services, including collections and equipment.
- Creates and distributes promotional literature, such as postcards, event invitations, fliers, press releases or newsletters, about program services.
- Collects, compiles and disseminates data and information related to area of assignment.
- Prepares presentations and reports; plans and hosts community meetings.
- Maintains registers of program participants.
- Maintains social networking sites for programs offered.
- Oversees program budgets, program grants and purchase of programs supplies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of professional library practices and techniques.
- Knowledge of accounting functions and creating and maintaining budgets.
- Ability to supervise others.
- Ability to secure and analyze facts through research and investigation.
- Ability to communicate effectively both orally and in writing.
- Ability to discern and interpret library needs of patrons and assist them with their requests.
- Ability to establish and maintain effective working relationships.
- Ability to supervise others.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a regionally accredited college or university.

Experience: Three to five years of full-time or equivalent part-time verifiable paid experience related to library science.

Education and/or Experience Substitution: Additional full-time or equivalent part-time verifiable experience related to library science may substitute for the required education on a year for year basis. Graduate level coursework related to library science from a regionally accredited college or university may substitute for the required experience on a year for year basis.

Certifications, licenses, registrations: None.

CLASS TITLE: Librarian 1

DISTINGUISHING CHARACTERISTICS:

These positions perform full-performance level professional library work; cataloging materials, providing information and researching services, establishing and updating catalogs and reference tools and assisting in the development of library collections. Duties will vary depending on the service areas and/or size of the library to which they are assigned. These positions may direct and oversee the work of technical and clerical assistants. These positions may be responsible to stay within an assigned budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responds to requests for information from State agencies, researchers and the public; confers with patrons to determine the type and scope of information desired; uses research techniques, knowledge of information resources and technology to locate resources and provide information or materials;
- Recommends purchases of new materials based on professional knowledge, accepted sources of reviews, and/or the requests and suggestions of teachers, administrators, and other patrons.
- Maintains a specific collection within a library or a library department including ordering and processing of new materials and shelf maintenance.
- Catalogs and classifies all library materials according to established procedures and ensures all needed processing is completed.

- May oversee the work of clerical and technical staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current professional library practices and techniques.
- Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services and any unique subject areas required.
- Ability to obtain and use information from various sources to complete assigned work.
- Ability to secure and analyze facts through research and investigation.
- Ability to communicate effectively both orally and in writing.
- Ability to discern and interpret library needs of patrons and assist them with their requests.
- Ability to evaluate services and procedures and make recommendations for change.
- Ability to work with the public.
- Ability to direct the work of others.
- Ability to operate library equipment, computers and related software,

MINIMUM QUALIFICATIONS:

Education: Master's degree in Library Science in a program accredited by the American Library Association (ALA) at a regionally accredited college or university.

Experience: Zero to two years of full-time or equivalent part-time verifiable experience related to library science.

Education and/or Experience Substitution: None

Certifications, Licenses, Registrations: None.

CLASS TITLE: Librarian 2

DISTINGUISHING CHARACTERISTICS:

These positions perform advanced level professional library work; cataloging materials, providing information and researching services, establishing and updating catalogs and reference tools, assisting in the development of library collections, and overseeing service and training programs. Duties will vary depending on the service areas and/or size of the library to which they are assigned. They may manage a department, oversee a statewide program, or direct and/oversee the work of other librarians, technical and clerical staff. These positions may be responsible to work within a set budget. Perform related work as required.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Responds to requests for information from State agencies, researchers and the public; confers with patrons to determine the type and scope of information desired; uses

- research techniques, knowledge of information resources and technology to locate resources and provide information or materials;
- Develops and implements policies and procedures related to subject area responsibilities; advises library personnel on library policies, procedures, and products; develops training on subject area issues; promotes and trains directors, staff and trustees in public libraries, and in other types of libraries as requested.
 - Provides consultation services and continuing education to public library directors, staff and trustees in all areas of library operations and services
 - Develops literacy programs.
 - May oversee the work of other librarians, clerical and technical staff.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of professional library practices and techniques.
- Knowledge of sources and procedures used in reference and research, and also those unique to the particular subject area in which employed.
- Knowledge of standard library methods and principles in bibliography, cataloging, classification, circulation and reference services.
- Ability to obtain and use information from various sources to complete assigned work.
- Ability to secure and analyze facts through research and investigation.
- Ability to communicate effectively, both orally and in writing.
- Ability to discern and interpret library needs of patrons and assist them with their requests.
- Ability to establish and maintain effective working relationships with others.
- Ability to supervise others.

MINIMUM QUALIFICATIONS:

Education: Master's degree in Library Science in a program accredited by the American Library Association (ALA) at a regionally accredited college or university.

Experience: Two to four years of full-time or equivalent part-time verifiable experience related to library science.

Education and/or Experience Substitution: None

Certifications, Licenses, Registrations: None.

CLASS TITLE: Library Services Director

DISTINGUISHING CHARACTERISTICS:

These positions direct major functional units of the state library agency to advance the mission of the agency to develop existing services and plan for enhanced services to libraries in the state.

They perform a broad range of professional level duties in planning, coordinating and directing activities within one or more functional areas of the library. They function as first-line supervisors who train, supervise and evaluate the performance of assigned staff; assign and review work; and initiate disciplinary action.

EXAMPLES OF WORK: *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Initiates and develops professional relationships with outside agencies and organizations and identified library constituents including the blind and physically handicapped;
- Provides assistance and leadership to libraries statewide including review and monitoring of programs, services and projects.
- Directs a program of consultative services to assist directors, staff and trustees of public libraries with operations, services, and programs.
- Develops continuing education programs for agency staff and the statewide library community in areas of responsibility.
- Administers the collection, analysis, and distribution of data on operations, services and programs in the state's libraries.
- Coordinates the work of the assigned unit with other units in the library.
- Writes private, state and federal grant applications;
- Evaluates, recommends, and implements new technology relevant to area of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of current principles, issues, trends, and practices relating to public library administration and library systems and procedures.
- Ability to evaluate current and emerging technology and formats as relevant to the activities of the assigned unit, to recommend needed changes, and to ensure staff is trained and competent on all technology and formats.
- Ability to communicate effectively both orally and in writing.
- Ability to travel at least 25% of the time.
- Ability to establish and maintain effective working relationships.
- Ability to supervise others.

MINIMUM QUALIFICATIONS:

Education: Master's degree in Library Science in a program accredited by the American Library Association (ALA) at a regionally accredited college or university.

Experience: Five to six years of full-time or equivalent part-time verifiable experience related to library science one year of which must have been in a supervisory or managerial capacity.

Education and/or Experience Substitution: None.

Certifications, Licenses, Registrations: None.